



# SMARTCLASSES

90 MINUTE INJECTIONS OF INTELLECT

edo | MIDAS

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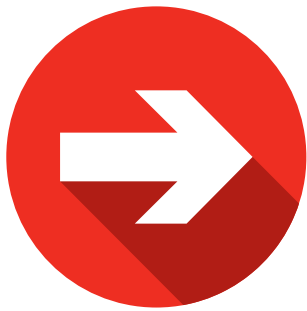
## WELCOME TO EDOMIDAS SMARTCLASSES

These are run over 90 minutes so that your time-pressed people can keep up-to-date with the latest thinking and developments.

The sessions use a variety of techniques to create an engaging learning environment; including slide presentations, video demonstrations, case studies, questionnaires, group exercises and discussions.

## CREATING THE WORKSHOP THAT YOU NEED JUST NOW

If you would like a smartClass tailored to meet your specific needs, please contact us at [enquiries@edomidas.com](mailto:enquiries@edomidas.com)



# LEADING HIGH PERFORMANCE

HEADING IN THE RIGHT DIRECTION

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## 1. TRUST IN LEADERSHIP

In this session we explore some fascinating research into the moral compass and behaviours of leaders. We also offer some insight into the dynamics of power and how we, as people at work, can begin to understand and challenge behaviours that damage and undermine trust in our organisations. This session stimulates new thinking in leadership development and challenges leaders to think about how they can use their influence and power to create a positive legacy at work.

### SPECIFICALLY YOU WILL LEARN:

- Why trust is at an all time low
- The business case for taking care of trust
- The surprising effect of job-titles and financial reward
- How organisations can actively develop trustworthy leaders
- How you can inspire trust at all levels of your organisation

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## 2. BUILDING PERSONAL RESILIENCE

Resilience is the ability to recover quickly from setbacks and pressure. Therefore, it's a critical resource for coping well during challenging times but also for sustained wellbeing. This session introduces participants to the latest research on how to build resilience and easy-to-use techniques and tools that can be put into immediate practice.

### SPECIFICALLY YOU WILL LEARN:

- What really makes you stronger – it's not what you think!
- The habits that erode your strength
- How to thrive, not just survive
- Three tools that make a difference right now
- How to track your resilience, happiness and wellbeing



# LEADING HIGH PERFORMANCE

HEADING IN THE RIGHT DIRECTION

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### 3. ROLE OF FEEDBACK IN HIGH PERFORMANCE

It is through feedback that we are able to see ourselves as others see us. Being receptive to the observations of others enhances our ability to change, grow and develop. Feedback can also be a powerful motivator in helping us to accomplish goals, continually improve performance and build high performing, resilient teams.

#### SPECIFICALLY YOU WILL LEARN:

- The role and importance of feedback
- Key skills required in giving and receiving feedback
- Barriers to giving and receiving feedback
- Two types of feedback – motivational and developmental
- Best practices for giving and receiving feedback
- Techniques to help you deliver feedback effectively
- The optimum ratio of positive to negative feedback for high performing teams

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### 4. MAXIMISING PERFORMANCE

Achieving more with less is a key challenge for organisations. This session explores the key components of achieving high performance and the changing role of the manager.

#### SPECIFICALLY YOU WILL LEARN:

- The role of strengths in maximising performance
- The critical role of emotions
- Motivational factors
- The role of praise and recognition
- Different types of goals
- Manager as coach and facilitator
- What stops managers delegating and coaching



# LEADING HIGH PERFORMANCE

HEADING IN THE RIGHT DIRECTION

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## 5. ALIGNING ORGANISATIONAL GOALS

High performing organisations have clear goals throughout. These goals need to be closely aligned so that individuals know how their contributions help the organisation achieve success. Creating a strong sense of purpose and direction is a key skill for managers.

### SPECIFICALLY YOU WILL LEARN:

- The importance of organisation, vision and strategy
- Team and individual alignment
- How to create a strong team purpose
- The key questions to answer in order to create strong purpose
- Linking individual goals to vision and strategy
- When and how you can link goals to greater purpose

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## 6. DISPELLING LEADERSHIP MYTHS

Many myths exist around the area of leadership. These myths can often be harmful and prevent leaders from achieving high performance.

### THESE MYTHS INCLUDE:

- Charismatic leaders are more successful
- Practice makes perfect
- Intellect drives performance
- Money is the greatest motivator
- I know what's going on
- I know where we are going
- Communicating vision and strategy is the role of the CEO
- I don't have time to coach
- People don't like change



# LEADING HIGH PERFORMANCE

HEADING IN THE RIGHT DIRECTION

## 7. VIRTUAL TEAMS: WORKING TOGETHER – APART

Virtual teams are now the norm for many businesses worldwide. The virtual team was born from the trend towards globalisation and continuing advances in technology. But technology alone isn't enough to make a virtual team successful.

Leading teams in different locations presents different challenges compared to ones based in the same location. These challenges mean a different set of skills is required for those who manage virtual teams.

### SPECIFICALLY YOU WILL LEARN:

- The key challenges facing virtual teams and how to overcome them
- How to apply the "VIRTUAL" model to your team
- The 7 key areas to address for success
- How to establish and maintain trust
- What effective communication looks like in a virtual team
- How to support and develop your team from a distance

## 8. MANAGER AS COACH

"I don't have time to coach" is a comment we often hear in discussions with managers. This smartClass turns this idea completely on its head and asks whether we can really afford not to coach in an increasingly demanding environment.

By coaching individuals you create an environment where people more readily take ownership of tasks, are motivated to work on their own initiative and continue to develop their skills and knowledge. This coaching smartClass focuses on how to coach individuals to enhance individual, team and overall organisational performance.

### SPECIFICALLY YOU WILL LEARN:

- What coaching really is and why it's a key skill for managers
- How to free up more of your time through coaching others
- Why coaching has such a significant impact on employee performance
- How to spot coaching opportunities more easily
- A proven approach to use when coaching individuals



# BUSINESS DEVELOPMENT SOLUTIONS

CLIENT-FOCUSED SOLUTIONS

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## 1. PRESENTING TO WIN

This highly participative session is based around a questionnaire and will introduce you to proven, research-based strategies that can significantly increase your success rate in any persuasive presentation. You will learn more about the methods and tactics used by companies and individuals who are consistently successful at winning business pitches.

### SPECIFICALLY YOU WILL LEARN:

- The secrets to a winning pitch
- To open your pitch with maximum impact
- To hook your audience and keep their attention
- How to make your pitch exciting and compelling
- To deliver your key messages with credibility and clarity
- How to anticipate, read and answer questions
- How to plan and deliver a team presentation
- What audiences really think and how they judge your presentation





# ADVANCED COMMUNICATION SKILLS

HITTING THE RIGHT NOTES

## 1. CRITICAL CONVERSATIONS – POSITIVE OUTCOMES

There are countless 'critical conversations' waiting to happen in organisations. These are the kind of conversations that address a performance issue, resolve disagreements or deal with people who are unhappy with some aspect of their working life. Giving negative/sensitive feedback is a key ingredient of the critical conversation.

### SPECIFICALLY YOU WILL LEARN:

- The importance of getting a result rather than being right
- How to give negative/sensitive feedback without damaging relationships
- The different emotions people experience when receiving negative feedback
- How to use non-confrontational language to help defuse an emotionally charged situation

## 2. PRESENTING WITH CONFIDENCE

This highly participative session is based around a questionnaire and will introduce you to a proven, research-based approach to enable you to deliver highly effective audience-focused presentations. Whether you are delivering a presentation to share information, educate or get buy-in from your audience, it is critical that you are seen as concise, credible and confident.

### SPECIFICALLY YOU WILL LEARN:

- How to structure an interesting, informative presentation
- To start your presentation with maximum impact
- To hook your audience and keep their attention
- How to make your content relevant and credible
- Tips on how to deliver with confidence and impact



# ADVANCED COMMUNICATION SKILLS

HITTING THE RIGHT NOTES

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### 3. PLANNING, COMMUNICATING AND IMPLEMENTING CHANGE

When it comes to transformational change in organisations you have a choice. You can manage or muddle through. It's significantly more effective to manage the change and gain commitment.

#### SPECIFICALLY YOU WILL LEARN:

- A six-step process for implementing change:
  - Visualise
  - Analyse
  - Strategise
  - Implement
  - Reinforce
  - Review
- Why change efforts often fail



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